**POSTSECONDARY PERKINS DATA COLLECTION – 2005-2006**
**CAREER & TECHNICAL EDUCATION DATA VIA OCTE PORTAL**


**Remember: the data you are submitting now is for the 2005-2006 school year.**

**The steps below are for logging into the Postsecondary Data Collection section of the OCTE Perkins Portal.**

1. Go to **http://vistronix.state.sd.us/OCTEPSDataCollection**.

2. Enter your "user name." If you don't know the user name, the 7 digit number sent to you last year, contact Gloria Smith-Rockhold, 773-4747 or Patty Beringer, 773-3423. Press tab.  Now enter the password, **sdtest**, and click "Log in."  I strongly recommend that you leave the password as **sdtest**.  It makes it much easier for me to log on to your site if you encounter problems.

3. Now, click on the "Admin" tab at the top of the screen.  Click **Change Profile, then Contact Details**.  Complete all the boxes. Check information for accuracy. Click "**Save**," then **Back.**

5. If you want to **Create New Contact**, fill in the information and save.


**THE STEPS BELOW ARE FOR ENTERING STANDARDS AND MEASURES INFORMATION.**

1. Click on the **Standards** tab at top of screen.
2. Select the 2006 school year.
3. Choose the **Section/Division** from the drop down box.
4. Choose the **Program Name** from the drop down box.
5. Under **Select**, click on the pencil icon next to "Enrollment for Vocational Technical Education Program."  The Status will be "New" until you have entered and saved the data.  This enrollment section is for the students you are entering in the Standards & Measures for 2005-2006.  Data entered here will populate to some of the measures.
5. Enter the Concentrator and Completer data for each section: Total Count (unduplicated count) Race/Ethnicity (unduplicated count), Special Populations (duplicated count), and Tech Prep.  **The Total Count and Race/Ethnicity numbers should be the same.**  There is a check in the program that will not allow these numbers to be different. Check **Complete** and **Save.**  Click **Back**. The status should now read "Complete."
6. Click the pencil icon next to **Academic and Technical Skills**.  Enter the data for each section of this Measure. If the Measure was not attained, type in the

plan for attaining the measure. This information is then written to the **Report** section of the Portal.  Check **Complete** and **Save.**  Click **Back** button.  This Measure should now be Complete.

7.  Continue through all of the Measures 2.1, 3.1. 3.2, 4.1, 4.2.  Nontraditional programs are identified within the program.
8.  Enter **Tech Prep Supplemental Information**.
9.  Continue entering data for all programs using the steps above.
10. After all data - Enrollment, Measures, and Tech Prep information - are entered for all programs, the status of each should be Complete.


## THE STEPS BELOW ARE FOR RUNNING REPORTS.

You may run these reports at any time during the data entry process.  You should be certain to run reports at the end of data entry for Standards & Measures, Student Enrollment and Tech Prep.  There is also a report for "Measures to Improve" which is a compilation of all the plans written to meet measures not met.

1.  Click on the "**Reports**" button at the top of the screen.
2.  Set the **Period** drop down box to the year of the report that you plan to run.  It is currently set to "2006."
3.  Set the **Category** dropdown box to the report you want to see.
4.  Select the report from the **Report** dropdown box.  The report will appear below the dropdown boxes.  Click on the "**Printer Friendly Version**" to get a nicely formatted version.
5.  **Compare the report** to actual data entered to ensure data quality, especially for Standards & Measures (2005-2006 data) and Student Enrollment (fall 2006 data).  Click **"Printer Friendly Version"** to print out a copy of the reports for your records.

## THE STEPS BELOW ARE FOR ENTERING TEACHERS' DATA.

All teacher information entered last year will be present.  Edit any current data.

1.  To report teacher information, select the "**Teachers**" button at the top of the screen.   If you need to enter a new teacher, click on the **New** button and enter the required data and click **Save.**
2.  Click the **Back** button and continue entering teachers' information until finished.

## THE STEPS BELOW ARE FOR ENTERING STUDENTS' DATA.

This data should be the **current** enrollment of students by program for the fall semester, 2006.  We often get questions on how many students are enrolled at the postsecondary institutions.  This feature gives OCTE a quick way to respond to those questions.

1. Go to top of screen and click the **Students** tab.  Select the school year, 2006. Then select the **Section/Division** and **Program** for which you are going to enter student information.  Enter all student information on the screen except the middle section which begins with **"Completer"** and ends with **"Total full-time students enrolled."**  This data will be populated by the software as you enter the Standards and Measures information.  After all student data is entered, click **Save.**

2. **After all data has been entered for ALL programs for Standards & Measures (2005-2006 data) and Students (Enrollment for current year),** click the **SUBMIT** button on the bottom of the screen of the Standards & Measures to send the data to the Office of Career and Technical Education.

When you are finished entering data, click on the "**Logout**" button in the upper right corner of the screen.

**If you encounter errors while entering data, try clicking on the "Back" button on your web browser or click Refresh.  You may lose any data entered if you haven't saved it prior to refreshing the screen.**

**If you have any questions or problems with the Perkins data collection portal, call OCTE, 605-773-3423 or Gloria Smith-Rockhold at 773-4747, gloria.smith-rockhold@state.sd.us.**